SECTION V February 2020

Vendor Edit maintenance transactions are entered and edited directly online at:

- VE.2 - STATEWIDE EMPLOYEE (EE)
- VE.3 - STATEWIDE VENDOR (SWV)

Payee information must pass the online edits before they are added to the Vendor Edit (VE) Table or transactions. These codes are applicable to the Statewide Employee (EE) table (VE.2) and/or the Statewide Vendor (SWV) Table (VE.3). These edits are also performed during the batch edit process each evening to assure the accuracy of Vendor data.

KEY: Statewide Employee Number, Statewide Vendor Number.
Alternate index key: TIN, Statewide Vendor Number

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=== AFRS =(VE.2)======== STATEWIDE EMPLOYEE MAINTENANCE ======== C105P140 ===
 TR: ______   ORIGINAL ADD: ........ LAST UPDATED: ........     OWNERSHIP
       LAST ACCOUNT CHANGE: ........    LAST USED: ........        AGENCY: ....

      FUNCTION: _ (V=VIEW, N=NEXT, B=BACK, C=CHANGE)

     VENDOR NO: __________ __
   VENDOR NAME: ________________________________
          ADD1: ________________________________      VENDOR TYPE: _
          ADD2: ________________________________    VENDOR STATUS: _
          ADD3: ________________________________  OFAC BLOCK FLAG: _
   CITY/ST/ZIP: ___________________ __ _________  US/FOREIGN ADDR: _   (U OR F)
   E-MAIL ADDR: ________________________________
           TIN: ___________      TAX TYPE: _

 EFT AVAILABLE: _            PAYMENT TYPE: _

     LU DETAIL: ____________________



  F1=HELP, F3=RETURN, F4=LAST VE VIEW, F5=OWNER/INT, F12=MSG,PAUSE/BRK=EXIT
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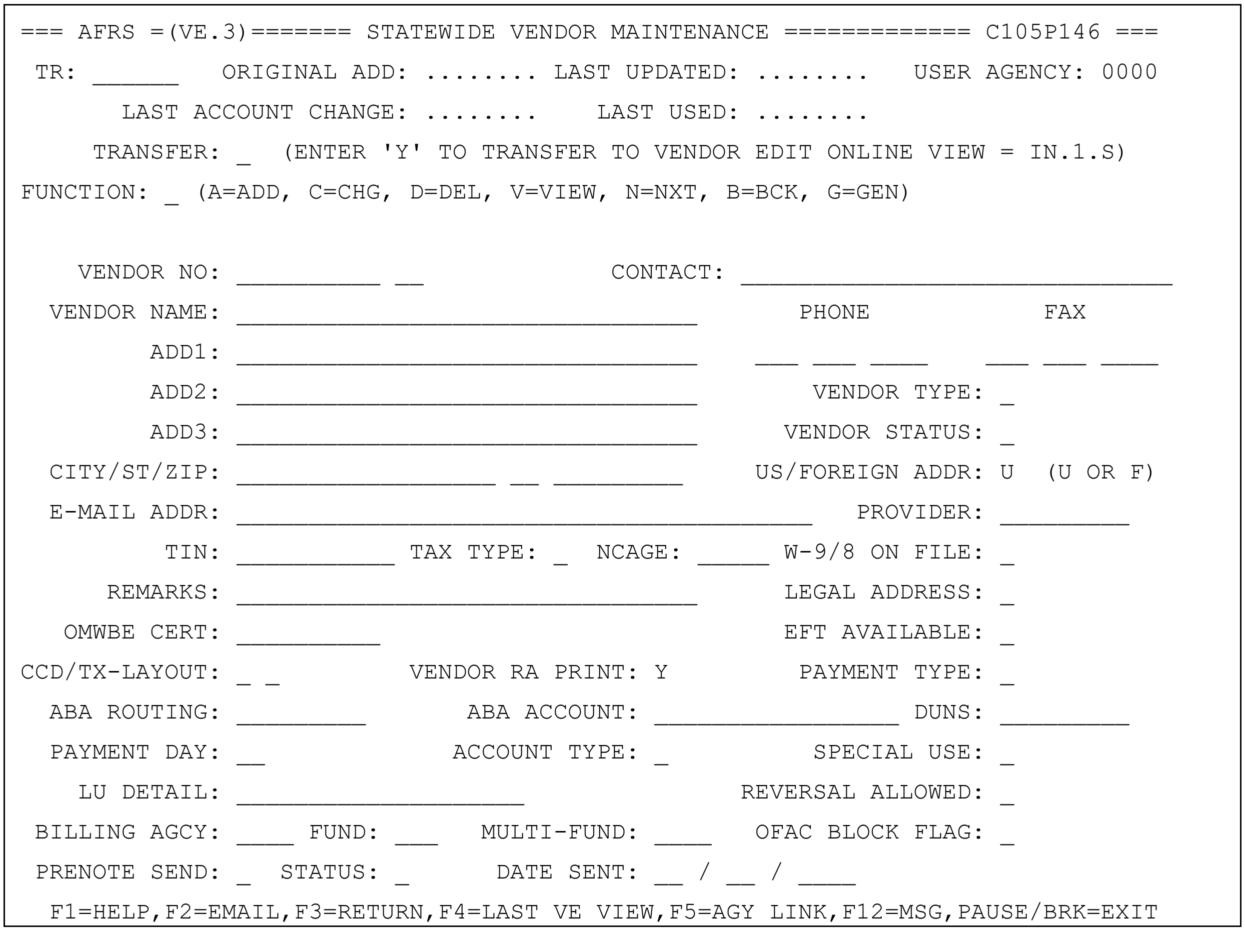

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=== AFRS =(VE.3)======= STATEWIDE VENDOR MAINTENANCE ============= C105P146 ===
 TR: ______   ORIGINAL ADD: ........ LAST UPDATED: ........   USER AGENCY: 0000
       LAST ACCOUNT CHANGE: ........    LAST USED: ........
     TRANSFER: _  (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: _ (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, G=GEN)

    VENDOR NO: __________ __             CONTACT: ______________________________
  VENDOR NAME: ________________________________       PHONE            FAX
         ADD1: ________________________________    ___ ___ ____    ___ ___ ____
         ADD2: ________________________________        VENDOR TYPE: _
         ADD3: ________________________________      VENDOR STATUS: _
  CITY/ST/ZIP: __________________ __ _________     US/FOREIGN ADDR: U  (U OR F)
  E-MAIL ADDR: ________________________________________   PROVIDER: _________
          TIN: ___________ TAX TYPE: _  NCAGE: _____ W-9/8 ON FILE: _
      REMARKS: ________________________________      LEGAL ADDRESS: _
   OMWBE CERT: __________                            EFT AVAILABLE: _
CCD/TX-LAYOUT: _ _         VENDOR RA PRINT: Y         PAYMENT TYPE: _
  ABA ROUTING: _________       ABA ACCOUNT: _________________ DUNS: _________
  PAYMENT DAY: __             ACCOUNT TYPE: _          SPECIAL USE: _
    LU DETAIL: ____________________               REVERSAL ALLOWED: _
 BILLING AGCY: ____ FUND: ___   MULTI-FUND: ____   OFAC BLOCK FLAG: _
 PRENOTE SEND: _  STATUS: _      DATE SENT: __ / __ / ____
  F1=HELP,F2=EMAIL,F3=RETURN,F4=LAST VE VIEW,F5=AGY LINK,F12=MSG,PAUSE/BRK=EXIT
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V01 - RECORD EXISTS

Explanation: There is an entry already on the SWV Table for this vendor identification number and suffix. Add transactions must not find a matching record.

Suggestion:

1. If the vendor is unique, use a different vendor number
2. Add a suffix; or
3. Make no entry, since the Vendor Number is already on the file

V11 - VENDOR NUMBER INVALID

Explanation: The characters entered for the Vendor Number are invalid. Vendor Number must be twelve (12) alphanumeric characters; it cannot be all zeros or spaces or contain any special characters.

Suggestion: Input the correct vendor number.

V12 – WARRANT TYPE MUST = N FOR VENDOR TYPE 9

Explanation: When creating a Vendor Type 9 on the Statewide Vendor table, the Warrant Type must be set to “N”.

Suggestion: Do one of the following:

- Make sure you enter an N in the Warrant Type field
- Change the Vendor Type to the appropriate VT

V13 - VENDOR TYPE INVALID

Explanation: Vendor Type must be one of the following:

0 = Refunds
1 = Employee
2 = Federal Agency
3 = State Agency
4 = Local Government
5 = Volunteers
6 = Boards/Councils/Comm Members
7 = Tax Exempt Organization
9 = Foreign Payee(Injured Workder)
A = Attorney
C = Corporation
M = Corporations – Medical
N = Clients – Legal Resident
P = Partnership
S = Sole Proprietor/Individual
T = Trust/Estate
X = Non Profit Organization
Y = Clients–Non Resident Alien
Z = Clients–Resident Alien

Suggestion: Input a valid Vendor Type.

V15 – BLOCKED SWV VENDOR SWITCH INVALID

Explanation: The valid values for this switch are Y = Yes or N = No.

Suggestion: Enter valid values.

V16 – VENDOR OFAC BLOCKED/ACTIVITY NOT ALLOWED

Explanation: Vendor activity is not allowed when the vendor status is “F” for OFAC Blocked.

Suggestion: The only allowed activity for the vendor is to set the status code to “V”. Contact HereToHelp@ofm.wa.gov or (360) 407-9100 for the process to request an OFAC Blocked vendor changed back to status code “V”.

V17 - VENDOR ADDRESS INVALID

Explanation: Vendor Address Lines 1, 2 or 3 are invalid. Vendor address formatting (ADD1, ADD2, ADD3) is controlled by the US/FOREIGN ADDR field.

Suggestion: If **US/FOREIGN ADDR FIELD IS 'U'**: the following edits are enforced for fields in Address Lines 1, 2 and 3 (ADD1, ADD2, ADD3).

1. ADD1: must not be blank and a valid letter or number must be in position 1. Position 2 may be blank only if position 3 is used.
2. ADD2: at least one position of the field must be a letter, a number, or a special character if the first position of ADD3 is not blank.
3. ADD3: any position of the field is optional for a letter, a number, or a special character but must be blank if ADD2 is blank.

If **US/FOREIGN ADDR FIELD IS 'F'** for foreign vendor the edits are relieved for fields in Address Lines 1, 2 and 3.

1. ADD1 – the first position in the field must be a letter, a number, or a special character.
2. ADD2 –at least one position of the field must be a letter, a number, or a special character if the first position of ADD 3 is not blank.
3. ADD3 – any position of the field is optional for a letter, a number, or special character.

V18 – DBA NAME INVALID

Explanation: If the name in Address line 1 (ADD1) is a Doing Business As (DBA) name, the initials 'DBA' must begin in position one through three of the ADD1 field, followed by a space, then the DBA name must begin in position 5. The following is an example: DBA_JONES BAKERY.

Suggestion: Enter valid name as shown above.

V20 - VENDOR CITY INVALID

Explanation: Vendor City must not be blank for a U.S. vendor and a valid character must be in field 1. Valid characters are Alphanumeric and the Special characters identified in the Note to V34 and a $ sign.

Suggestion: Enter the Vendor City in the Vendor City field.

V21 - VENDOR STATE INVALID

Explanation:	Vendor State must not be blank for a U.S. vendor and a valid state must be entered. If US/Foreign Indicator switch is set to "U", then state entered must be an IRS approved abbreviation. If set to "F", the state can be anything.
Suggestion:	Enter the correct Vendor State in the state field.

V22 - VENDOR ZIP INVALID

Explanation:	Vendor Zip must not be blank for if the US/Foreign Indicator switch is set to "U". Requires 5 or 9 numeric characters, greater than all ZERO's and a valid character must be in field 1. If the switch is set to "F", anything can be entered in the field.
Suggestion:	Enter the Vendor Zip in the Vendor Zip field using the numeric characters.

V24 - VENDOR PHONE INVALID

Explanation:	Vendor Phone must be a number or blank. Requires 10 characters. Must be greater than all zero's. First field of area code must be greater than zero.
Suggestion:	Enter the correct Vendor Phone(including Area Code) in the Vendor Phone field or leave blank**.**

V25 - VENDOR STATUS INVALID

Explanation:	An invalid character was entered in the Vendor Status. Valid characters are the letters: 'A' = Active or 'B' = Blocked, 'F' = OFAC Blocked, ' I ' = IRS Payroll payments, or 'V' = Third Party payroll payments.
Suggestion:	Enter a valid character in the Vendor Status field. A Blocked vendor can NOT be used in a new transaction.

V26 - LAYOUT INDICATOR INVALID

Explanation:	CCD/TX-LAYOUT box is controlled by the OFM Payee Registration Unit. The layout indicator defines the format that will be used for an addenda record (an addenda record provides detail about the payment) on a formatted ACH file. Type the appropriate function character in the field:
Suggestion:	Enter the correct value: 1. 'C' for CCD - does not allow an addenda* record

2. ‘D' for CCD+ - allows one addenda record of 70 characters max for each entry detail record
3. ‘P’ for PPD – this is for personal accounts

V27 - LAYOUT INDICATOR NOT ALLOWED FOR CCD FORMAT

Explanation: (SWV file only) The layout indicator defines the format that will be used for an addenda record on a CCD+ formatted ACH file. This field can only have a value entered if the CCD/TX indicator is D (CCD+ format).

Suggestion: Ensure the CCD/TX indicator is correct by checking the vendor information to find out if this vendor is to receive CCD or CCD+ ACH files. If CCD (CCD/TX indicator = C), leave this field blank. If CCD+, correct the CCD/TX indicator and enter a valid layout indicator.

V33 - VENDOR NAME REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires a valid vendor name.

Suggestion: Enter a valid Vendor Name into the field using one of the following options

1. Add an Exception Code; or
2. Add a Vendor Number

V34 - VENDOR NAME INVALID

Explanation: Invalid characters were entered in Vendor Name. Position 1 must be alphanumeric, no special characters. Position 2 must be alphanumeric, space or certain special characters such as a period. Position 3 must be non-space, if position 2 is a space.

Suggestion: Refer to the explanation for this error. Enter the correct information in the Vendor Name field.

NOTE: SPECIAL CHARACTERS ALLOWED. Period, Quote, ‘@’, ‘#’, ‘&’, ‘*’, ‘-‘, ‘_’, ‘:’,’+”, and ‘/’.

V36 - US/FOREIGN ADDRESS SWITCH INVALID

Explanation: The US/Foreign address switch must be entered. The only valid values are 'U' for US address or 'F' for foreign address.

Suggestion: Enter the correct US or foreign address code.

V38 - TIN AND TAX TYPE MUST BE ENTERED TOGETHER

Explanation: If either FED ID or TAX TYPE is entered, both must be entered.

Suggestion: Enter both the Fed ID and Tax Type, if one of these fields is entered.

V39 - TAX TYPE MUST BE S, T OR R

Explanation: If TAX TYPE is entered, valid values are 'S' for social security number, 'T' for federal ID number AND ‘R” for individual taxpayer. A “Blank” maybe entered only if the “ W- 9” is N = NO.

Suggestion: Enter the correct Tax Type character.

V40 – TIN FORMAT INVALID

Explanation: If TAX TYPE is equal to 'T', TIN must be in an approved federal ID format of 'nn-nnnnnnnnn' or 'nnnnnnnnn". If TAX TYPE is equal to 'S' or ‘R’, FED ID must be in an approved social security format of 'nnn-nn-nnnn' or 'nnnnnnnnn'. Enter without the dash; the Tax Type will format the TIN. Tax Type cannot be blank.

Suggestion: Refer to the explanation for this error code and enter the correct TIN.

V41 - UBI INVALID

Explanation: If entered on the input screens (IN.1 or Browse), UBI has a base of 10 characters, a 2 character suffix, and is numeric only.

Suggestion: Enter the correct numeric UBI base, base and suffix, or leave blank.

V45 - W-9 INDICATOR INVALID

Explanation: SWV ONLY: Allows Y = YES or N = NO

Suggestion: Enter the correct IRS W-9 information

V46 – W-9 NOT ON FILE

Explanation: If W-9 = NO; then the EFT AVAILABLE cannot be YES.

Suggestion: Set EFT AVAILABLE to NO. (SWV ONLY)

V50 - USE TAX INVALID

Explanation: Valid values for the USE TAX box on the input screens (IN.1 or Browse) are:

1. "Blank" = not used; or
2. "T" = Use Tax applied

Suggestion: Enter valid value.

V71 - ABA ROUTING INVALID

Explanation: ABA ROUTING field is missing or format is invalid. The routing number must have a 0, 1, 2 or 3 in the first position, be numeric and have no spaces.

Suggestion: The ABA ROUTING field cannot be blank when creating an EFT payment and must be filled completely (9 characters) to have a valid number.

V72 - ABA ACCOUNT INVALID

Explanation: ABA ACCOUNT field is missing or format is invalid. The account number must be numeric, alpha-upper, or dashes (-). The field is left justified and must have data in the first position. Spaces are allowed at the end of the record. This is a 17 character field.

Suggestion: Enter a valid Account number.

V73 – E-MAIL ADDRESS INVALID

Explanation: An edit is supplied to assure valid data is entered. The edit covers the use of a single "@" (at) sign and that data exists just before and after the sign.

Suggestion: Review input to assure the validity of the E-Mail address.

V74 - EFT AVAILABLE INVALID

Explanation: The EFT AVAILABLE indicator must be marked N=No or Y=Yes when entering a new statewide vendor. If 'N' is entered, the switch will be changed to Y=Yes by an automated Prenotification process; EFT is then available for payment. If STATUS = E, then EFT AVAILABLE will automatically be set to NO unless Prenote Send = O (Override). (Statewide Vendor table only)

Suggestion: The indicator can start with the NO or a YES. The automated process will release the record for use in the EFT PAYMENT PROCESS when approval is received from the Bank.

If the RDFI sends a return with an incorrect return code, an automated process may set the pre-note status to E=Error and EFT Available to N=No. In these cases, where the account is valid and

EFT Available needs to be reset to Yes without sending another pre-note, enter O (Override) in the Pre-note Send field and enter Y (Yes) in the EFT Available field.

V75 - CCD/CTX MUST BE C OR D

Explanation: Statewide Vendor only. When setting up an ACH (EFT) payment the valid indicators for the CCD/CTX field are C (ACH file will be sent in CCD format with no addenda record –this is for corporate accounts), D (ACH file will be sent in CCD+ format with a single addenda record) or 'P' (ACH file will be sent in PPD formate with no addenda record – this is for personal accounts).

Suggestion: Determine the correct format and enter that value. The valid values are C or P.

V76 - VENDOR RA INVALID

Explanation: This field will be designated: P = Paper if the Vendor is to receive a paper Remittance Advice in the mail; E = Remittance Advice is sent by E- Mail (EFT & IAP) and N = No Remittance Advice is sent.

Suggestion: Mark the field accordingly.

V77 – EFT REVERSAL INVALID

Explanation: The EFT Payment Reversal field on the Statewide Vendor file only accepts "N" for NO.

Suggestion: Enter a "N" in the field.

V78 - PAYMENT DAY INVALID

Explanation: This field is optional, but should be left blank at this time.

Suggestion: Expectation for a future use is the prospect of a negotiated payment plan for each SWV to allow a monthly payment on a certain date. Valid values are "01-31".

V79 – ACCOUNT TYPE FLAG INVALID

Explanation: The valid values for this field are C, G, L, S or blank.

Suggestion: Change the value in the field to C = Checking, G = General Ledger, L = Loan, or S = Savings. If EFT = Y or Pre-Note Send = Y, THEN Account Type must be one of these 4 values. Otherwise, blank is valid.

V80 – PRENOTE FLAG INVALID

Explanation: The valid values for this field are Y, N or O.

Suggestion: Change the value in the field to Y = Yes, N = No or O = Override. Override is only allowed if the Status = E.

V81 - ABA ROUTING CHECK DIGIT INVALID

Explanation: Check digit is used to assure the accuracy of the ABA routing number.

Suggestion: Review vendor documentation, contact vendor or contact bank to assure an accurate number.

V82 - CANNOT SEND PRENOTE

Explanation: A prenote will not be sent when:

1. Vendor status is B (blocked)

Suggestion: a. Verify that you need to send a prenote for this vendor. If so, change VENDOR STATUS to A (active) and be sure you have complete banking information.

b. If you determine that you do not want to send a prenote for this vendor, change SEND PRENOTE to N (no).

V83 - PAYMENT TYPE INVALID

Explanation: PAYMENT TYPE field is used to determine payment type when vendor is not paid by EFT. Valid codes are:

1. SWV "I" = Inserted Warrant; "J" = Inter Agency Payment; "R" = Regular Warrant; or "N" = NO Payment. If EFT AVAILABLE = Y, Payment Type cannot be "J."
2. EE – "I" = Inserted Warrant; or "R" = Regular Warrant

Suggestion: Enter the appropriate value.

V84 - DUNS NUMBER INVALID

Explanation: The Data Universal Number System Number (DUNS NO) is a unique numeric identifier that is assigned to a single business entity. Valid values are nine (9) numeric characters or Blank.

Suggestion: Enter a valid numeric number or leave blank.

V85 - SPECIAL USE INVALID

Explanation: Valid values used on the SWV record are:

1. Y = Yes
2. N = NO
3. Blank

Suggestion: Enter the correct value for the Special Use field.

V86 - PRENOTE IN PROCESS- CHANGES INVALID

Explanation: If Prenote Status = I and Prenote Send = N, changes can not be made to the fields below. These fields are used to automatically update the EFT Available flag and changing them will prevent this update.

1. Vendor Name
2. Routing Number
3. Account Number

Suggestion: Wait for completion of the Prenote process before changing any of the 3 fields noted above. Or, change the Prenote Send to Yes and make the changes. The latter alternative will delay the completion of the prenote process because the ten days allowed for the RDFI to respond to the prenote starts over.

V87 - VENDOR NO. FORMAT INVALID

Explanation: The Vendor Number format is incorrect for a Statewide Vendor number. Correct format is "SWV******* **" for SWV table.

Suggestion: When adding a suffix to the Statewide Vendor Table you must enter it with the SWV in the front.

V89 - EMAIL ADDRESS REQUIRED

Explanation: An EMAIL address is required when the "VENDOR RA PRINT" field is set to "E = Email" for SWV records only.

Suggestion: Obtain vendor EMAIL address and enter; OR change VENDOR RA PRINT to N = NO or P = PAPER.

V90 - IAP INFORMATION INVALID OR MISSING

Explanation: When entering a statewide vendor for an Inter Agency Payment (Payment Type = J), a valid Billing (IAP) Agency and a valid Billing Fund / Multi-Fund are required.

Suggestion: Enter the required fields as noted above.

V91 - BILLING AGENCY INVALID

Explanation: The agency entered is NOT an active agency on the D53 table. An Inter Agency Payment requires a valid agency.

Suggestion: Examine the D53 table to assure an active agency is selected.

V92 - BILLING FUND INVALID

Explanation: The Billing Fund is NOT valid for an Inter Agency Payment. The fund must be Cash Type 1 or 2 (Treasury or Treasury Trust), active and found on the D22 table.

Suggestion: Enter the correct fund that is on the D22 table or contact the agency requesting the IAP for a valid fund.

V93 – EITHER ABA OR BILLING PER PAY TYPE, NOT BOTH

Explanation: The information on the SWV record must be consistent with the type of payment the vendor will receive. An SWV cannot be set up to receive both EFT and IAP; therefore, both ABA information AND Billing Agency/Fund information cannot be present on the same SWV.

Suggestion: Check the type of payment this vendor should be receiving and enter the applicable fields. For EFT enter ABA Routing and Account; For IAP enter Billing Agency and Fund/Multi-Fund. If vendor will be paid only by warrant, these fields should all be blank.

V94 – BOTH FUND AND MULTI-FUND NOT ALLOWED

Explanation: When creating a SWV for an IAP vendor, do not enter both a Billing fund and a Billing Multi-fund.

Suggestion: Determine whether agency uses a single fund or multiple funds to receive IAP payments and enter in appropriate field.

V95 - MULTI-FUND RECORD NOT FOUND ON D48

Explanation: The Multi-fund entered on the SWV record is invalid because it is not found on the D48 table. The agency will need to update the D48 table (IAP Multi-fund breakout using AFRS screen TM.3.4.B) before the SWV can be established.

Suggestion: Enter a valid multi-fund record into the billing fund field.